UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT

<u>REFERENCE GUIDE FOR USERS</u>

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ACCESSING CM/ECF

STEP 1. Double click on the **Netscape Navigator** icon on your desktop

STEP 2. Go to our website www.ctb.uscourts.gov (You might want to **bookmark** this page on your toolbar for future access). On the left hand side of the page, click on CM/ECF Access from this page, click on CM/ECF Live database or CM/ECF train database.

STEP 3. The **WELCOME TO CM/ECF** screen displays

- ✦ Click on the **Enter the Document Filing System** hyperlink

STEP 4. The **LOGIN AND PASSWORD** screen displays

- ✦ In the text box next to login:, Enter the your court-assigned login, no spaces
- ✦ In the text box next to password:, type in your assigned password
- ✦ Click on the **[login]** button to continue

  If an error is made before submitting the screen, clicking on the **[clear]** button will delete the data and allow you to reenter information

STEP 5. The **CM/ECF MAIN MENU** screen is displayed

- ✦ Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each module is a hyperlink to another module or hyperlink allowing participants to file documents, query, view or print a docket sheet or generate reports.

  This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hyperlink on the CM/ECF Main Menu Bar

<u>PROOF OF CLAIMS</u>

****DO NOT FILE PROOF OF CLAIMS ON NO ASSET CASES****

NOTE: Prior to docketing a proof of claim view the creditor mailing matrix under the Utilities menu category to be sure the creditor is already listed on the creditor mailing matrix. If the creditor is not on the matrix, you must file the claim in paper format with the clerk's office. <u>If this is the case, there will be an automatic exemption for this paper filing, and there is no need to file a Motion to be Excused from Electronic Filing in this situation</u>.

STEP 1. Click on the **<u>Bankruptcy</u>** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ✦ Click on the **<u>File Claims</u>** hyperlink

STEP 3. The **SEARCH FOR CREDITOR** screen displays

- ✦ Enter the case number or accept the default case number if correct
- ✦ Enter the **Name of the creditor** filing the claim. Additional search clues are shown below. **OR**
- ✦ Leave creditor name field blank and click on **[next]** to pull up all creditors on the case
- ✦ Do not change the default of **creditor** in the **Type of Creditor** box
  When a matrix is uploaded into the system, the creditor type filed defaults to **creditor**

Search Hints
● Include punctuation (Garcia-Carrera) ● Try alternate search clues if your first search is not successful ● Partial names can be entered without a wild card ● Wild cards may be used before or within search strings (*son, Gr?y) ● The asterisk * should not be used by itself. It will search ALL records in the database and use unnecessary system resources

- ✦ Click on the **[next]** button to search the creditor database for this claimant

STEP 4. The **CREDITOR SELECTION** screen displays

- ✦ The creditor(s) who matches the search criteria will be displayed. If more than one creditor matches the search, the names can be shown by clicking on the down arrow button. Select the desired creditor by clicking on it with your mouse. Click on the **[next]** button

STEP 5. The **PROOF OF CLAIM INFORMATION** screen displays

- ✦ If the claim is amending a previously filed claim, enter the claim number that is being amended in the **Amends claim #** field. You will need to search the claims register for this information

- ✦ Do not enter anything in the **Duplicates Claim #** field as it is not the policy of the Court to indicate whether the claim is a duplicate or not. The trustee is responsible to verify this information

- ✦ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee. The default is creditor. If the claim is filed by someone other than the creditor, click on your selection using the down arrow button

- ✦ The current date appears as the **Date Filed** by default

- ✦ Do not change the **Late** field default value of **no.** It is not the policy of the Court to indicate whether the claim is late. The trustee is responsible to verify this information.

- ✦ The **Status** field displays the claim status of Allow, Amend, Disallow, Expunge, Reclassify and Withdraw. Leave this field **blank.**

- ✦ Enter the **Amount Claimed** in appropriate field of either **unsecured, secured**, **priority or unknown**. Do not enter the "$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required. The total of all fields in the amount claimed section will be automatically calculated.

- ✦ Information entered in the **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 255 characters long.

- ✦ When you have completed this screen, click on the **[next]** button to associate the PDF file of the claim with this filing

STEP 6. The **PDF DOCUMENT SELECTION** screen displays

- ✦ Click on the **[browse]** button

- ✦ Use your drop down arrow to select all files (*.*) for the **Files of Type**

- ✦ Navigate to the directory where the PDF file is located and highlight it with your mouse

- ✦ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu

- ✦ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct

- ✦ Close the document by selecting file, then close

- ✦ Minimize the Adobe Acrobat application by clicking on the **-** symbol in the upper right hand corner

- ✦ If that is the correct file, click **[open]** on the **File Upload** dialogue box.

- ✦ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

- ✦ **NOTE:** If there are **NO** attachments to the document - click **[next]** to continue

  If there **ARE** attachments to the document - See separate instructions ***Adding Attachments*** to continue

STEP 7. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ✦ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an Official court document.

- ✦ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case

- ✦ Make note of the claim number assigned to the claim

REQUEST FOR NOTICE

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ✦ Click on the **Miscellaneous** hyperlink

STEP 3. The **CASE NUMBER** displays

- ♦ Enter the case number of accept the default number if correct
- ♦ Click on the **[next]** button to continue

STEP 4. The **DOCUMENT** screen displays

- ♦ Scroll down to highlight **Request for Notice** or type in the first letter of your selection for a faster search
- ♦ Click on the **[next]** button to continue

STEP 5. Screen displays for the **selection of any additional attorney** as a filer, **do not** select a name, click **[next]**

- ♦ A message will display that you have not selected an attorney, click **ok**

STEP 6. The **PARTY SELECTION** screen displays all the participants on the case

- ✦ If your name is listed, click on your name to select and click on the **[next]** button to continue and **Skip to Step 8**
- ✦ If your name is not listed, click on the **Add/Create New Party** hyperlink

The **PARTY SEARCH** screen displays.

NOTE: To prevent duplicate person records, a search of the database for the you as the filer is necessary. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name. The system will respond faster if you use the SSN, TIN or Bar ID

Search Hints

- Enter one field of data for each search
- Format Social Security Number or Tax ID with hyphens
- Include punctuation (Garcia-Carrera)
- Try alternate search clues if your first search is not successful

- Partial names can be entered without a wild card
- Wild cards may be used before or within search strings (*son, Gr?y)
- The asterisk * should not be used by itself. It will search ALL records in the database and use unnecessary system resources

✦ Enter your search criteria

✦ Click on the **[search]** button to continue

✦ The **SEARCH RESULTS** screen displays**.** If there are no matches, the system will return a No Person Found message

✦ If you **are not** already on the database proceed to add your name by clicking on the **[create new party]** button

✦ If you **are** already on the database, highlight your name by clicking on it with your mouse and click on the **[select name from list]** button

NOTE: Your name search may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification. If the information is correct, click on **[select name from list]**

If none of the addresses are your correct address, you can either 1.) Modify the address (for this case only) on the Party Information screen, or 2.) Click on the **[Create New Party]** button to add a new person record for this address.

If you click on [create new party] - The **PARTY INFORMATION** screen displays.

✦ Enter your Name and Address information in appropriate boxes

NOTE: Do not use special characters such as asterisks, parentheses, brackets, or percent signs.

✦ When adding your name, you must indicate what your role type is from the pick list. Select your role type, (usually Interested Party) by using the drop-down arrow to make your selection

✦ Enter further descriptive text in the party text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)

✦ Verify the information

✦ Click on the **[submit]** button to continue

STEP 7. The **PARTY SELECTION SCREEN** displays again

✦ Your name, as added, now appears as a selection on the pick list

✦ click on the name to highlight and select

✦ click [next] to continue

STEP 8. The **PDF DOCUMENT SELECTION** screen displays

✦ Click on the **[browse]** button

✦ Use your drop down arrow to select all files (*.*) for the **Files of Type**

✦ Navigate to the directory where the appropriate PDF file is located and highlight it with your mouse

✦ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu

✦ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct

✦ Close the document by selecting file, then close

✦ Minimize the Adobe Acrobat application by clicking on the **-** symbol in the upper right hand corner

✦ If that is the correct file, click **open** on the **File Upload** dialogue box.

✦ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

NOTE: If there are **NO** attachments to the document - click **[next]**

If there **ARE** attachments to the document - See separate instructions ***Adding Attachments*** to continue Click on the **[next]** button to continue

STEP 9. The **DOCKET TEXT EDITING** screen displays

✦ Verify the accuracy of the docket text. This is what will print on the docket sheet

✦ An Edit Text Box appears within the docket text - use this box to enter additional descriptive language so as to more specifically describe the nature of your filing. DO NOT add additional language if docket text is sufficient.

✦ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error

- ✦ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The **FINAL DOCKET TEXT** screen displays, click **[next]**

- ✦ This is your last opportunity to verify that the docket text is correct before the document becomes part of the official record

- ✦ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error

- ✦ If docket text is correct, click on the **[next]** button to continue

STEP 11. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ✦ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an Official court document.

- ✦ Copies of this notice are immediately e-mailed to all CM/ECF filers who are a party on this case

GENERATING A DOCKET REPORT

STEP 1. Click on the **Reports** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **REPORTS** screen displays

- ✦ Select the **Docket Report** hyperlink

STEP 3. The **DOCKET REPORT INFORMATION** screen displays

- ✦ Enter the case number for the docket report you wish to generate

  NOTE: The docket report can be limited to certain criteria and sorted in a specific manner

- ✦ Select the criteria you want by either typing in the information or using the down arrow buttons where applicable

- ✦ Click on the **[run report]** button to generate the docket report

GENERATING A CLAIMS REGISTER

STEP 1. Click on the **Reports** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **REPORTS** screen displays

- ✦ Select the **Claims Register** hyperlink

STEP 3. The **CLAIMS REGISTER INFORMATION** screen displays

- ✦ Enter the case number for the claims register you wish to generate

  NOTE: The claims register can be limited to certain criteria and sorted in a specific manner

- ✦ Select the criteria you want by either typing in the information or using the down arrow buttons where applicable

- ✦ Click on the **[run report]** button to generate the claims register

STEP 4. The **CLAIMS REGISTER** displays

- ✦ The claim number is a hyperlink to the PDF file of the claim and any supporting documents

STEP 5. To **print** the Claims Register, click on file, print on the upper left hand side of the screen OR the printer icon on the tool bar

<u>QUERY A CASE OR INDIVIDUAL</u>

STEP 1. Click on the **<u>QUERY</u>** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **SEARCH** screen displays

STEP 3. You can search by case number, name, social security number or tax ID number

- ✦ Enter the information in the fields you wish to search
- ✦ Click on the **[run query]** button

STEP 4. The **SEARCH RESULTS** screen displays

✦ If you choose to search by party name or social security number, all persons matching the information will display. Clicking on the name will display the docket sheet for that person.

✦ If you choose to search by case number, the query information screen displays. Select the appropriate section that you wish to view

ADDING ATTACHMENTS

THE SELECT ONE OR MORE ATTACHMENTS screen displays after selecting the Yes radio button and clicking [next]

STEP 1. ENTER THE PDF DOCUMENT THAT CONTAINS ATTACHMENT

- ✦ Click on the browse button to search for the attachment
- ✦ The File Upload Dialogue Box opens
- ✦ Use your drop down arrow to select <u>all files</u> (*.*) for the Files of Type
- ✦ Navigate to the directory where the appropriate PDF file is located and highlight it with your mouse
- ✦ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ✦ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ✦ Close the document by selecting file, then close
- ✦ Minimize the Adobe Acrobat application by clicking on the **-** symbol in the upper right hand corner
- ✦ If that is the correct file, click open on the File Upload dialogue box.
- ✦ The **SELECT ONE OR MORE ATTACHMENT** screen will display with the complete filename and path of where your PDF is located

STEP 2. SELECT A DOCUMENT TYPE AND/OR ENTER A DESCRIPTION

- ✦ To enter a type - click in the down arrow in the box below type and select a document type description, OR
- ✦ Enter a description - click in the description box and type in what you wish to name the attachment
- ✦ Click on [Add to List]
- ✦ If you attach the incorrect document, highlight the file name and click on

[Remove from List]

NOTE: For more than one attachment, continue adding by following these instructions until all attachments have been added

- ✦ Click [next] to proceed when all attachments have been added